TIPPECANOE COUNTY
AUTOMATED TAX PAYMENT FILE

Media types accepted: CD, Diskette or email

CODE	ASCII
LOGICAL RECORD LENGTH	90 Bytes
BLOCK SIZE (optional)	1800 Bytes (20 Records/Block)

RECORD DESCRIPTION

Position

Position	Field	Format
1	FILE CODE	X(01)
2	SEMESTER	X(01)
3-14	PARCEL NUMBER	9(12)
15-17	INSTITUTION CODE	9(03)
18-27	LOAN NUMBER	X(10)
28-36	PROPERTY TAX DUE	9(07)V99
37-45	DITCH FEES DUE	9(07)V99
46-54	CONSERVANCY FEES DUE	9(07)V99
55-63	DELINQUENT TAXES & FEES DUE	9(07)V99
64-72	SPECIAL ASSESSMENTS DUE	9(07)V99
73-81	PAY AMOUNT	9(07)V99
82-90	FULL YEAR DUE	9(07)V99

RECORD DESCRIPTION FOR DELINQUENT TAX SEARCH REQUEST

Position	Field	Format
1	FILE CODE	X(01)
2	SEMESTER	X(01)
3-14	PARCEL NUMBER	9(12)
15-17	INSTITUTION CODE	9(03)
18-27	LOAN NUMBER	X(10)
28-52	LAST NAME	X(25)
53-90	FILLER	X(38)

FIELD DESCRIPTIONS

FILE CODE
>FILE CODE identifies the function of the file. All records on a given file must have the same FILE CODE

F - Forwarded Payments from local Financial Institutions

R - Request for Tax Statements

B - Bills on File. Sent by County to Institution

P - Payments on File. Sent by Institution to County

S - Tax Search Request

T - Tax Search Result

SEMESTER
>Identifies the pay period for Bill files and Payment files. All records on a given file must have the same SEMESTER. Not used on the Request for Tax Statements File or Forwarded Payments File.

A - Spring Payment

B - Fall Payment

PARCEL NUMBER
>PARCEL NUMBER is the 12-digit number assigned to a parcel by the Tippecanoe County Auditor. This number must be a valid number on the County Tax99 Database. This field must be numeric digits only.

INSTITUTION CODE
>INSTITUTION CODE identifies the institution. The Tippecanoe County Treasurer assigns the 3-digit number. All records on a given file MUST have the same INSTITUTION CODE. (This number is also called MAILING CODE for institutions and individuals requesting tax statements that are not using the Automated Tax Payment System.) Not used on Forwarded Payments File.

LOAN NUMBER
>A 10-character field that may contain the institution's loan number for this parcel. This field is optional and is not used by the County. The County will not index on this field and therefore cannot search for a parcel by loan number.

PROPERTY TAX DUE
>Property Tax due in the current semester.

DITCH FEES DUE
>Ditch or Drainage Maintenance Fees due in the current semester.

CONSERVANCY FEES DUE
>Conservancy Fees due in the current semester.

DELINQUENT TAXES & FEES DUE
  Any Taxes or Fees due before the current semester.

SPECIAL ASSESSMENTS DUE
  Special charges assessed on the parcel (Sewer charges, Weed charges, etc.).

PAY AMOUNT
  The total of the five previous fields. This is the Amount Due.

FULL YEAR DUE
  This field holds the amount due on the parcel for the full year. In the Spring this is different than PAY AMOUNT since it includes the Fall amount due. In the Fall this will equal PAY AMOUNT.

LAST NAME
  Used only on the Tax Search Request File, this field should contain the last name of the property owner. This name must match the last name on the county records for the taxes to be reported.

REQUEST FOR TAX STATEMENTS FILE

An institution may use this file to send the County Treasurer requests for tax statements. The institution MUST have already been assigned an INSTITUTION CODE by the County Treasurer. Parcels listed on this file are the ONLY parcels for which the institution will receive a statement. In the event that more than one institution requests a tax statement for the same parcel, the institution with the last request processed will receive the statement.

FIELD USAGE

FILE CODE - This field must contain the letter 'R' on all records.

SEMESTER - This field must contain a space on all records.

PARCEL NUMBER - The 12-digit number identifying the parcel. This must be a valid number on the County Tax Data Base.

INSTITUTION CODE - This is the 3-digit number assigned by the County Treasurer. Use the same number on all records.

LOAN NUMBER - Any value other that spaces will be considered a Loan Number and will be stored on the County Tax Data Base. This is optional.

All other fields (PROPERTY TAX DUE, DITCH FEES DUE, CONSERVANCY FEES DUE, DELINQUENT TAXES & FEES DUE, SPECIAL ASSESSMENTS DUE, PAY AMOUNT and FULL YEAR DUE) should contain all zeros.

PROCEDURE

1 - Institution sends the Request for Tax Statements File by the date specified on the enclosed schedule.

2 - County proofs the file, reporting any invalid Parcel Numbers, Institution Codes or File Codes as exceptions.

3 - County removes the Institution Code and Loan Number from all records currently having this Institution's Code.

4 - County adds the Institution Code and Loan Number to all valid, requested parcels.

<div align="center">BILLS ON FILE</div>

The County will send this file by the date specified on the enclosed schedule.

<div align="center">FIELD USAGE</div>

FILE CODE - This field will contain the letter 'B' on all records.

SEMESTER - This field will contain the letter 'A' when billing for the Spring pay period and the letter 'B' when billing for the Fall pay period. This field will be the same on all records.

PARCEL NUMBER - The 12-digit number identifying the parcel.

INSTITUTION CODE - This is the 3-digit number assigned by the County Treasurer. The same number will be on all records.

LOAN NUMBER - This field will contain whatever value was supplied on the Request for Tax Statements. The County takes no responsibility for this value and does not suggest it be used as the primary key to identify the parcel.

PROPERTY TAX DUE - This field will contain the Property Taxes due in this pay period.

DITCH FEES DUE - This field will contain the Ditch Maintenance Fees due in this pay period.

CONSERVANCY FEES DUE - This field will contain the Conservancy Fees due in this pay period.

DELINQUENT TAXES & FEES DUE - This field will contain any unpaid Taxes or Fees from any previous pay period.

SPECIAL ASSESSMENTS DUE - This field will contain any special charges assessed on the parcel.

PAY AMOUNT - This field will contain the total of the five previous fields. PAY THIS AMOUNT !!. Any amount will be accepted.

FULL YEAR DUE - This field will contain the total amount due for the full year. You may optionally pay this amount.

PAYMENTS BY FILE

An institution will use this file to send the County Treasurer tax payments. The institution MUST have been billed by file for this pay period.

FIELD USAGE

FILE CODE - This field must contain the letter 'P' on all records.

SEMESTER - This field will contain the letter 'A' when paying taxes for the Spring pay period and the letter 'B' when paying taxes for the Fall pay period. This field will be the same on all records.

PARCEL NUMBER - The 12-digit number identifying the parcel. This must be a valid number on the County Tax Data Base and must have been included on the Billing File.

INSTITUTION CODE - This is the 3-digit number assigned by the County Treasurer. Use the same number on all records.

LOAN NUMBER - Any value other that spaces will be considered a Loan Number. This information is optional.

The fields PROPERTY TAX DUE, DITCH FEES DUE, CONSERVANCY FEES DUE, DELINQUENT TAXES & FEES DUE and SPECIAL ASSESSMENTS DUE should contain all zeros.

PAY AMOUNT
        This is the amount being paid on the parcel. This should be the same amount listed on the Billing File, but any amount will be accepted.

FULL YEAR DUE
        This field should contain all zeros. Even when paying the full year's taxes, place the amount in the PAY AMOUNT field.

PROCEDURE

1 - Institution sends the Payments by File by the date specified on the enclosed schedule.

2 - County proofs the file, reporting any invalid Parcel Numbers, Institution Codes or File Codes as exceptions. Also, Payments other that the due amount and non-matching Loan Numbers will be reported.

3 - County waits to receive the check from the Institution. The payment must be received by the date specified on the enclosed schedule.

4 - County posts the payments.

FORWARDED PAYMENTS FROM LOCAL BANK

An institution will use this file to forward to the County Treasurer tax payments accepted at local banks.

FIELD USAGE

FILE CODE - This field must contain the letter 'F' on all records.

SEMESTER - This field should contain a space.

PARCEL NUMBER - The 12-digit number identifying the parcel. This must be a valid number on the County Tax Data Base.

INSTITUTION CODE - This field should contain zeros.

LOAN NUMBER - This field should contain a space.

The fields PROPERTY TAX DUE, DITCH FEES DUE, CONSERVANCY FEES DUE, DELINQUENT TAXES & FEES DUE and SPECIAL ASSESSMENTS DUE should contain all zeros.

PAY AMOUNT
        This is the amount being paid on the parcel. Any amount will be accepted.

FULL YEAR DUE
        This field should contain all zeroes.

PROCEDURE

1 - The Local Bank sends the Forwarded Payments File to the Treasurer.

2 - County proofs the file, reporting any invalid Parcel Numbers or File Codes as exceptions.

3 - County posts the payments.

DELINQUENT TAX SEARCH REQUEST FILE

An institution may use this file to send the County Treasurer requests for delinquent tax search. Any parcel may be submitted for tax search. Please specify whether you wish to receive a file or report in return.

FIELD USAGE

FILE CODE - This field must contain the letter 'S' on all records.

SEMESTER - This field must contain a space on all records.

PARCEL NUMBER - The 12-digit number identifying the parcel. This must be a valid number on the County Tax Data Base.

The fields INSTITUTION CODE and LOAN NUMBER should contain all zeros or blanks.

LAST NAME - This field must contain the last name of the property owner. This name must match the last name on the county records for the taxes to be reported.

PROCEDURE

1 - Institution sends the Delinquent Tax Search Request File.

2 - County returns the Delinquent Tax Search Result File or Report.

DELINQUENT TAX SEARCH RESULT FILE

The County will send this file soon after receiving the Delinquent Tax Search Request File.

FIELD USAGE

FILE CODE - This field will contain the letter 'T' on all records.

All other fields are used the same as they are used on the Bill File. (See BILLS ON FILE)

Schedule:

Request Files are to be received by 3-1 and 10-1.

Bill Files are sent before 4-1 and 10-15.

Payment Files are due by 5-1 and 11-1, Checks due by 5-10 and 11-10